

Request for Quote

Page 1 of 5

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

CREATION DATE : 14-AUG-13
BID NUMBER: 7494367
TITLE: STENOGRAPHIC SERVICES (MPA-137)

BUYER: Melillo, Charlotte A
PHONE #: 401-574-8110

BLANKET START : 01-NOV-13
BLANKET END : 31-OCT-15
BID CLOSING DATE AND TIME: 05-SEP-2013 10:00:00

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MASTER PRICE AGREEMENT
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RELEASE AGAINST, RI MPA
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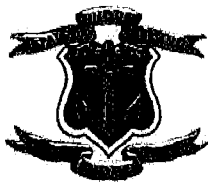
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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	11/1/13 - 10/31/15 MASTER PRICE AGREEMENT #137 MULTIPLE AWARDS WILL BE MADE IN THE BEST INTEREST OF THE STATE OF RHODE ISLAND. NOTE: ALL TRANSCRIPTS MUST BE DELIVERED WITHIN TWO (2) WEEKS OF HEARINGS - EXPEDITED RATES WILL APPLY OTHERWISE. * MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: DAYS: TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
2	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: DAYS: TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	TOTAL		
3	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: ADDITIONAL PER HOUR CHARGE FOR TRANSCRIPT ORDERED	1.00	Hour		
4	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: DAYS: NO TRANSCRIPT ORDERED (UP TO 1 HOUR)	1.00	TOTAL		
5	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: DAYS: NO TRANSCRIPT ORDERED (1-2 HOURS)	1.00	TOTAL		
6	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: DAYS: NO TRANSCRIPT ORDERED (2-3 HOURS)	1.00	TOTAL		
7	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: DAYS: NO TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	TOTAL		
8	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: ADDITIONAL PER HOUR CHARGE FOR NO TRANSCRIPT ORDERED	1.00	Hour		
9	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: NIGHTS: TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
10	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: NIGHTS: TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	TOTAL		
11	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: ADDITIONAL PER HOUR CHARGE FOR NIGHTS	1.00	Hour		

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	-TRANSCRIPT ORDERED				
12	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: NIGHTS: NO TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
13	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: NIGHTS: NO TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	TOTAL		
14	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: ADDITIONAL PER HOUR CHARGE FOR NIGHTS-NO TRANSCRIPT ORDERED	1.00	Hour		
15	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: DAYS: NO WORK / NO WAITING	1.00	TOTAL		
16	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: ADDITIONAL CHARGE - NO WORK, NO WAITING	1.00	Hour		
17	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: NIGHTS: NO WORK / NO WAITING	1.00	TOTAL		
18	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: ADDITIONAL CHARGE (WAITING) NIGHTS - NO WORK, NO WAITING	1.00	Hour		
19	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: HOLIDAYS: TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
20	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: HOLIDAYS: TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	TOTAL		
21	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: ADDITIONAL PER HOUR CHARGE - HOLIDAYS, TRANSCRIPT ORDERED	1.00	Hour		
22	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: HOLIDAYS: NO TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
23	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: ADDITIONAL PER HOUR CHARGE FOR HOLIDAYS, NO TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	Hour		
24	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: HOLIDAYS: NO TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	TOTAL		
25	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE:	1.00	Hour		

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PHONE #: 401-574-8110

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	ADDITIONAL PER HOUR CHARGE - HOLIDAYS, NO TRANSCRIPT ORDERED (OVER 3 HOURS)				
26	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: WEEKENDS: TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
27	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: WEEKENDS: TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	TOTAL		
28	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: ADDITIONAL PER HOUR CHARGE - WEEKENDS - TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	Hour		
29	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: WEEKENDS: NO TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	TOTAL		
30	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: ADDITIONAL PER HOUR CHARGE FOR WEEKENDS - NO TRANSCRIPT ORDERED (UP TO 3 HOURS)	1.00	Hour		
31	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: WEEKENDS: NO TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	TOTAL		
32	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: ADDITIONAL PER HOUR CHARGE FOR WEEKENDS - NO TRANSCRIPT ORDERED (OVER 3 HOURS)	1.00	Hour		
33	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: MULTI DEPOSITIONS (REGULAR)	1.00	Each		
34	MPA-137 11/1/13 - 10/31/15 STENO-APPEARANCE FEE: MULTI DEPOSITIONS (RECORDS)	1.00	Each		
35	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - TRANSCRIPT (24 LINES) REGULAR HEARING) PER PAGE	1.00	Each		
36	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - TRANSCRIPT (24 LINES) MEDICAL/EXPERT HEARING) PER PAGE	1.00	Each		
37	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - TRANSCRIPT (24 LINES) (NIGHT HEARING) PER PAGE	1.00	Each		
38	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - TRANSCRIPT (24 LINES) DEPOSITION) PER PAGE	1.00	Each		
39	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION &	1.00	Each		

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Requestion Number:

Line	Description	Quantity	Unit	Unit Price	Total
	HANDLING FEES - TRANSCRIPT (24 LINES) WORKERS' COMP DEPOSITION) PER PAGE				
40	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - EXPEDITED PREPARATION: WITHIN 24 HOURS PER PAGE	1.00	Each		
41	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION AND HANDLING FEES - EXPEDITED PREPARATION: WITHIN 36 HOURS PER PAGE	1.00	Each		
42	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - EXPEDITED PREPARATION: WITHIN 48 HOURS PER HOUR	1.00	Each		
43	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - EXPEDITED PREPARATION: WITHIN 60 HOURS - PER PAGE	1.00	Each		
44	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION AND HANDLING FEES - EXPEDITED PREPARATION: WITHIN 72 HOURS - PER PAGE	1.00	Each		
45	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION AND HANDLING FEES - EXPEDITED PREPARATION: WITHIN 96 HOURS - PER PAGE	1.00	Each		
46	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION AND HANDLING FEES - EXPEDITED PREPARATION: WITHIN 7 DAYS - PER PAGE	1.00	Each		
47	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - ADDITIONAL TRANSCRIPT ORDERED WITH ORIGINAL - PER PAGE	1.00	Each		
48	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION AND HANDLING FEES - ADDITIONAL TRANSCRIPT (NIGHT HEARING) - PER PAGE	1.00	Each		
49	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - ADDITIONAL TRANSCRIPT (EXPEDITED HANDLING) PER PAGE	1.00	Each		
50	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - EXHIBITS - PER PAGE	1.00	Each		
51	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - EXCERPTS (UNDER 5 PAGES) PER PAGE	1.00	Each		
52	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION & HANDLING FEES - EXCERPTS (OVER 5 PAGES) HEARINGS - PER PAGE	1.00	Each		
53	MPA-137 11/1/13 - 10/31/15 STENO-PREPARATION &	1.00	Each		

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	HANDLING FEES - EXCERPTS (OVER 5 PAGES) DEPOSITIONS - PER PAGE				
54	MPA-137 11/1/13 - 10/31/15 STENO- HANDLING AND DELIVERY NOTE: ALL TRANSCRIPTS MUST BE DELIVERED WITHIN TWO (2) WEEKS OF HEARINGS - EXPEDITED RATES WILL APPLY OTHERWISE. * * * TRANSCRIPT COPIES (OTHER THAN ORIGINAL CLIENT) ORDERED BY ANY AGENCY OR POLITICAL SUB-DIVISION OF THE STATE OF RHODE ISLAND	1.00	Each		
55	MPA-137 11/1/13 - 10/31/15 STENO-REGULAR HEARING - PER PAGE	1.00	Each		
56	MPA-137 11/1/13 - 10/31/15 STENO-MEDICAL/EXPERT HEARING - PER PAGE	1.00	Each		
57	MPA-137 11/1/13 - 10/31/15 STENO-NIGHT HEARING - PER PAGE	1.00	Each		
58	MPA-137 11/1/13 - 10/31/15 STENO- EXPEDITED HANDLING (WITHIN 24 HOURS) - PER PAGE	1.00	Each		
59	MPA-137 11/1/13 - 10/31/15 STENO-ASCII DISK	1.00	Each		
60	MPA-137 11/1/13 - 10/31/15 STENO- MINI TRANSCRIPT	1.00	Each		
61	MPA-137 11/1/13 - 10/31/15 STENO-EMAIL TRANSCRIPT	1.00	Each		

Delivery: _____

Terms of Payment: _____

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Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. ORDERING (a) The User Agency(s) will submit individual orders for the various

items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

READING VENDOR NAMES ONLY

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV